

JiJi AD Bulk Manager - User Manual

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1.Introduction

Managing users, computers and contacts in Active Directory is a time consuming job for administrators. "JiJi AD Bulk Manager" helps to save administrators time by making AD Management process simple.

You can create/modify/delete users, computers and contacts attributes in bulk (General Attributes, Exchange Attributes & Terminal Service Attributes, etc) by importing the values from CSV or using a template.

2.Benefits

2.1 Export Import Data

- Using "JiJi AD Bulk Manager", you can export the data from Active Directory in CSV format. Make the changes needed and get the approval. Import the data to Active Directory.
- Created or Modified objects data can be exported to CSV/PDF/Excel for reference.
- If problem occurs during creation/modification of an object, initial settings will be reverted. Problem making attributes will be shown in the result page.

2.2 Random Generator Settings

- Random generator settings can be used to generate password with different password complexities.

2.3 Templates

- Templates are used to speed up the process of user creation and modification.

2.4 Populate

- 1000s of test user accounts can be created within seconds even without CSV using populate feature.

2.5 Naming Formats

- You can define your own naming formats.

2.6 Switch View

- You can view the data in Native GUI View as well as in Data Grid view.

3.AD User Management

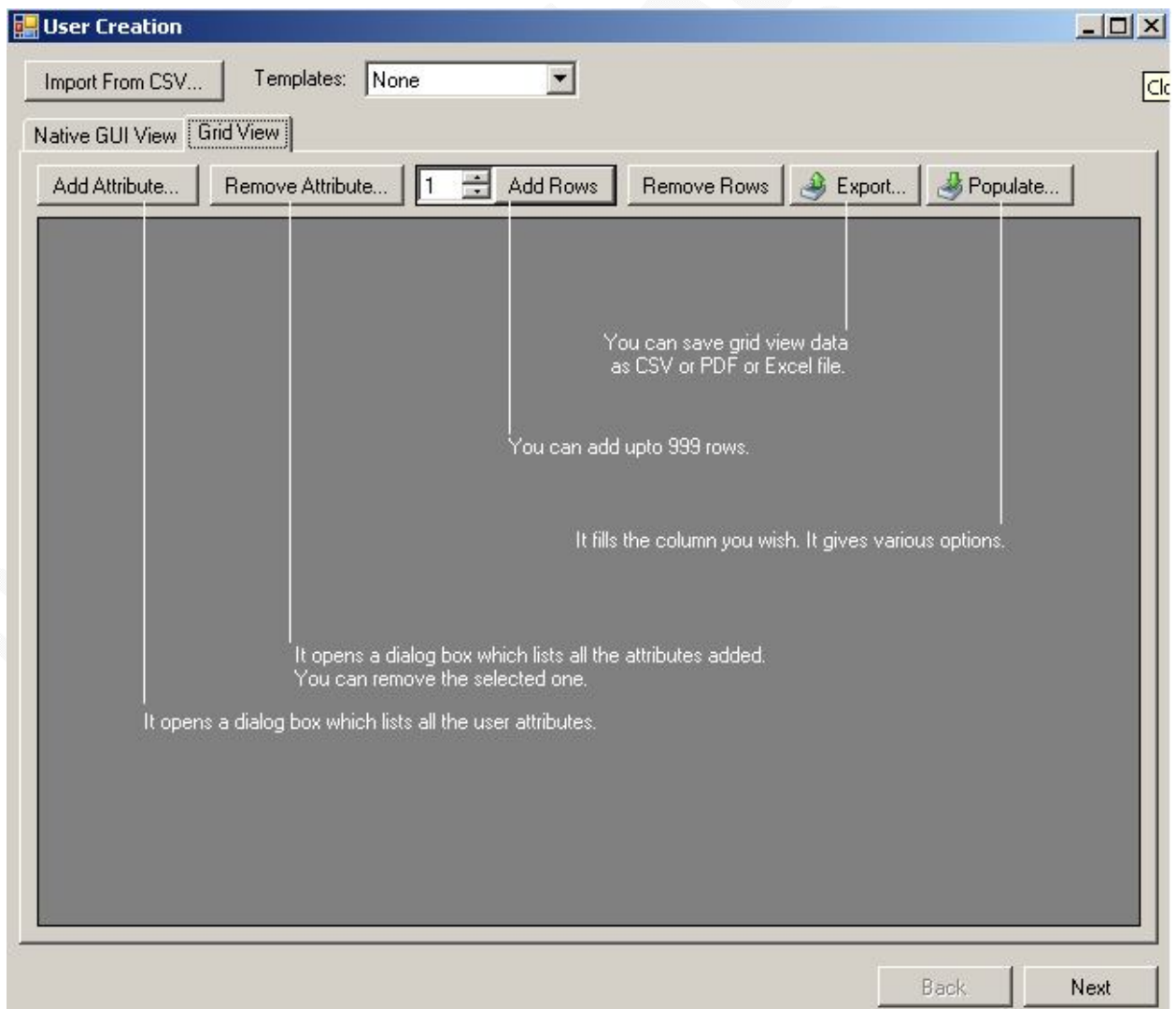
3.1 User Creation

Using JiJi AD Bulk Management, you can create user by following two ways

- Using **Grid View**
- Using **Native GUI View**

3.1.1 User Creation through Grid View

- Select **Create** under **AD User Management** in **JiJi AD Bulk Manager** home page.
- Click "**Grid View**" tab.



- Click **"Add Attribute"** to add attributes of your interest, and Click **"Add Rows"** after selecting a number equivalent to number of users you want to create.

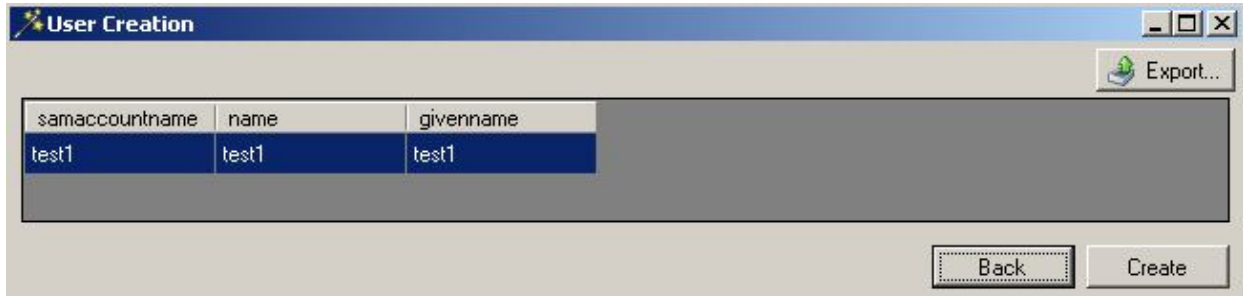
NOTE: *samaccountname* & *name* are mandatory attributes for user creation, if *name* attribute is not given, *givenname* and *sn* and *initial* will fill name attribute.

samaccountname	name	givenname
test1	test1	[samaccountname]

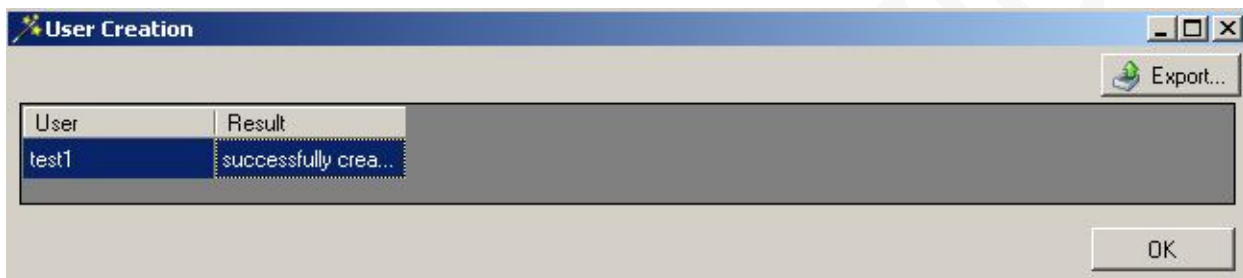
- After adding attributes and its values, press **"Next"** button.

Note: In the above screen **Naming Format** is used for the attribute *givenname*. Here the attribute *givenname* will be replaced with the value of the attribute *samaccountname*. Please refer [section 3.7](#) for Naming Formats

- Click **"Browse"** button to display all the containers in your current domain. Select any one container where you need to create users/contacts. By default "Users" container will be selected. After selecting the container, press **"Next"** button.



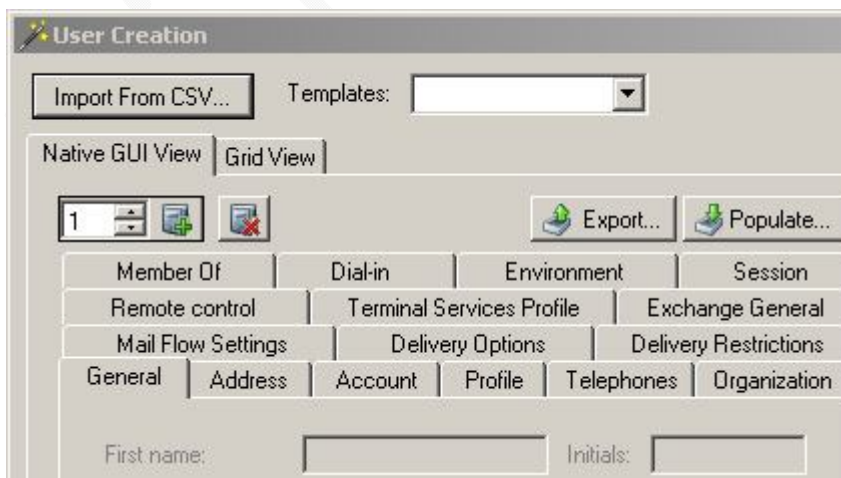
- The summary page displays values after resolving all naming format. Here the value for the attribute *givenname* is replaced with the value of the attribute *samaccountname*. Click **Create** button to proceed.





- Press **OK** button to go homepage. You can click **Export** to export the results to PDF/CSV/XLS file.

3.1.2 User Creation through Native GUI View

- Press **User Creation** in **JiJi AD Bulk Manager** home page.
- Select **Native GUI** View.



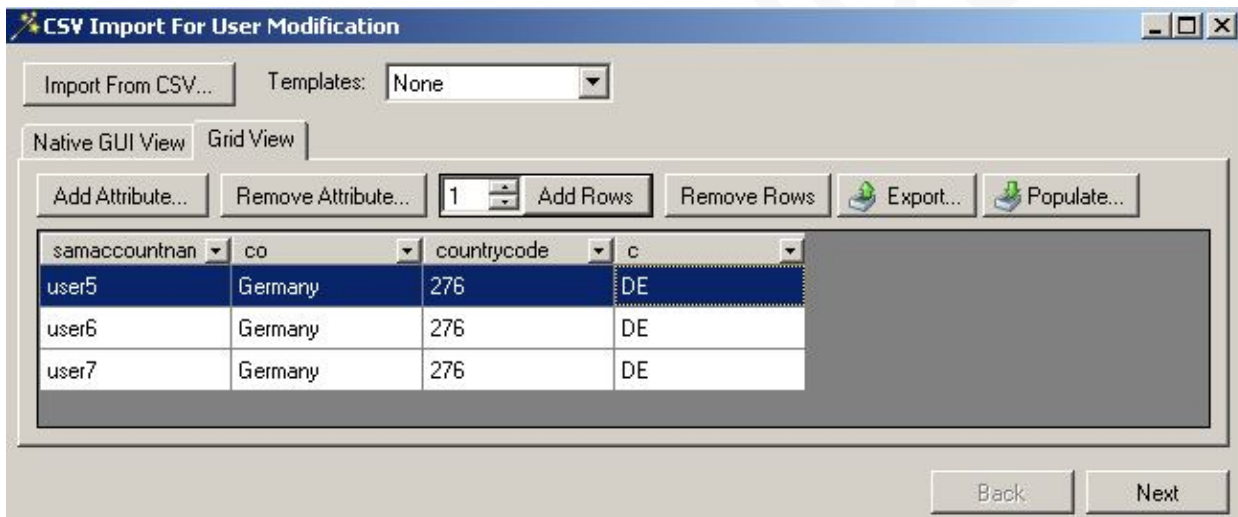
- Press  to add a user. By default a user is added. You can add more number of users by using the numeric up down.
- Now enter the values to each user by using the navigation keys.
- Remaining steps are same as mentioned in **User Creation through Grid View**.

Note: Press  to **delete** the currently selected **user**.

3.2 User Modification

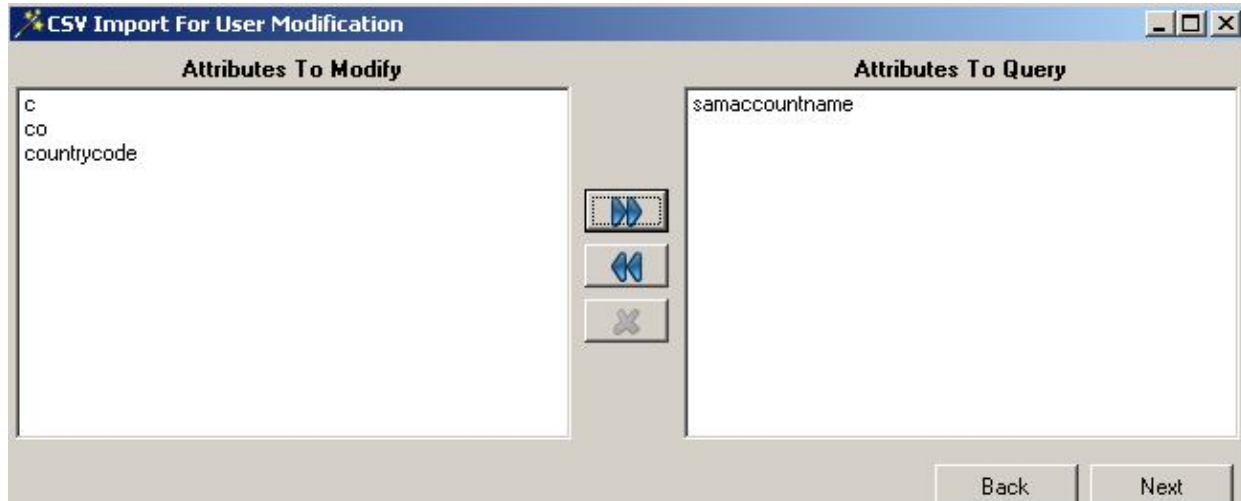
You can modify the users using the CSV file by following below steps

- Select **Modify Using CSV** in **JiJi AD Bulk Manager** home page.
- Click “Import from CSV” and select the csv file
- Click “**Next**” button.

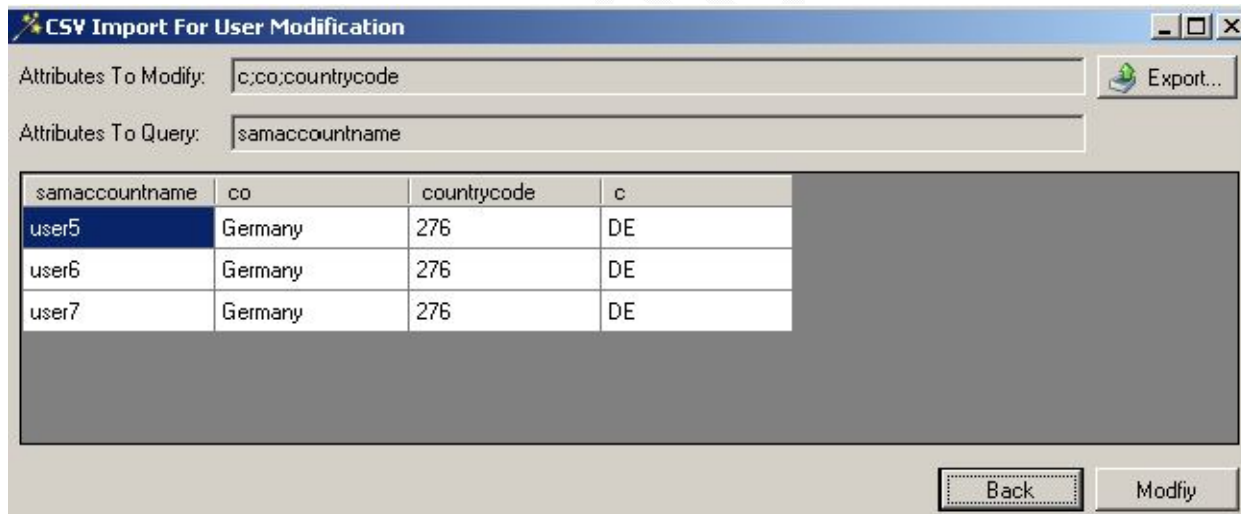


samaccountname	co	countrycode	c
user5	Germany	276	DE
user6	Germany	276	DE
user7	Germany	276	DE

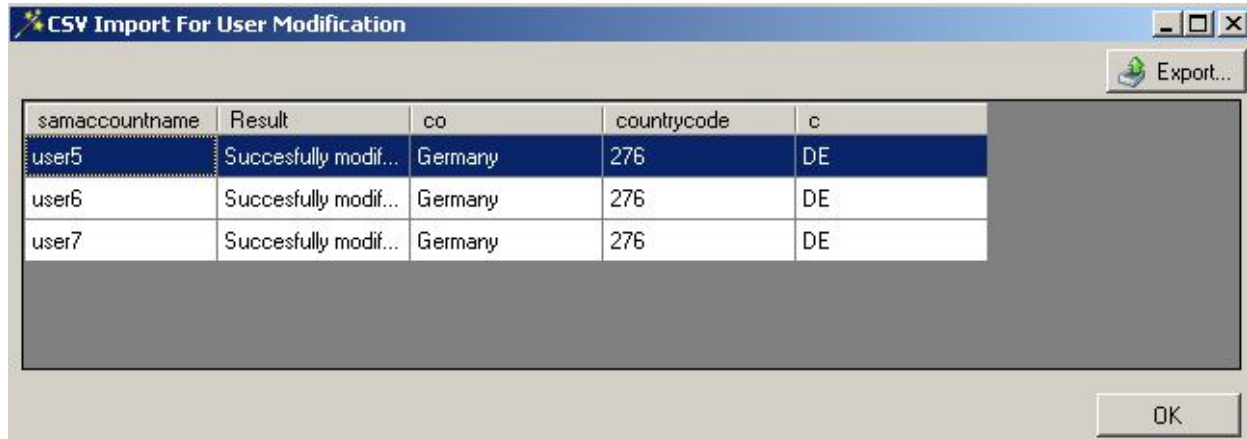
- Then the dialog for selecting “**Attributes To Modify**” and “**Attributes To Query**”. By default, the attribute *samaccountname* is selected as “**Attribute To Query**”. All other attributes entered in grid view will be displayed as “**Attributes To Modify**”. And then press “**Next**” button.



- The next window clearly gives, what are the attributes will used to query and modify. But resolving the particular attribute [in this case display name] cannot be done here, it will be resolved at the time of modification.
- Finally press “**Modify**” button.



- The result page displays the result in the format - [attributes to query, result, modified attributes].



- Press “**OK**” button to go to home page.

3.3 User Modification by Properties

- In this case of modification, particular set of attributes will be modified so easily.
- For example, select **Address** button in **JiJi AD Bulk Manager**. It comprises all the **Address** attributes.
- Click **Address** button in **JiJi AD Bulk Manager** home.
- Set values of the required field.
- Finally press the “**Next**” button.

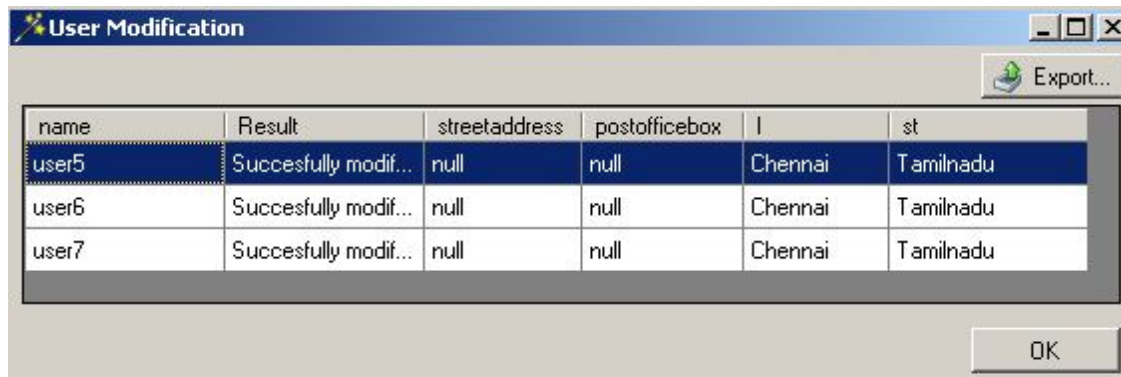
The 'User Modification' window displays the following fields for address modification:

- Street: null
- P.O.Box: null
- City: chennai
- State/Province: Tamilnadu
- Zip/PostalCode:
- Country:

At the bottom right, there are 'Back' and 'Next' buttons.

Note: Entering “null” in the text box will remove the attribute for the particular object.

- There are two ways of getting objects to modify. Users can be selected either from Active Directory or CSV.
- Finally press the “**Modify**” button.



- Press “**OK**” button to go to home page.

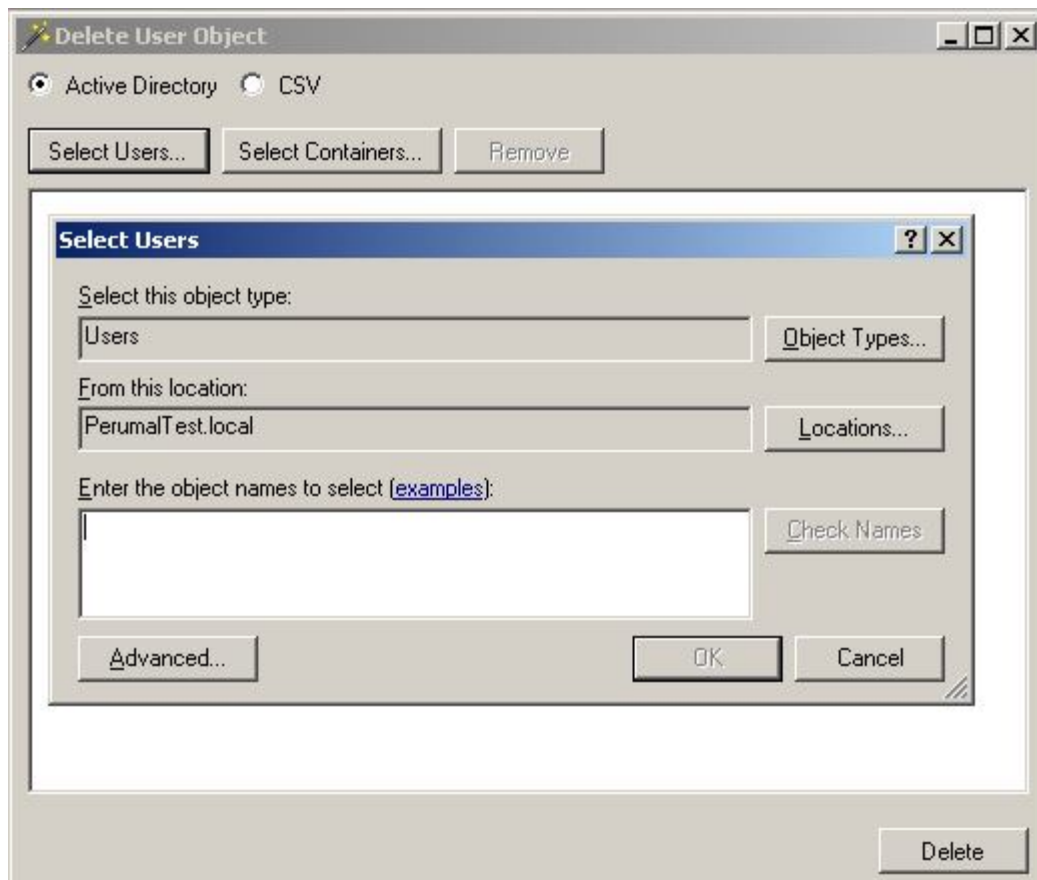
In this way, you can modify the attributes in a particular Property.

3.4 Delete/Move/Unlock User

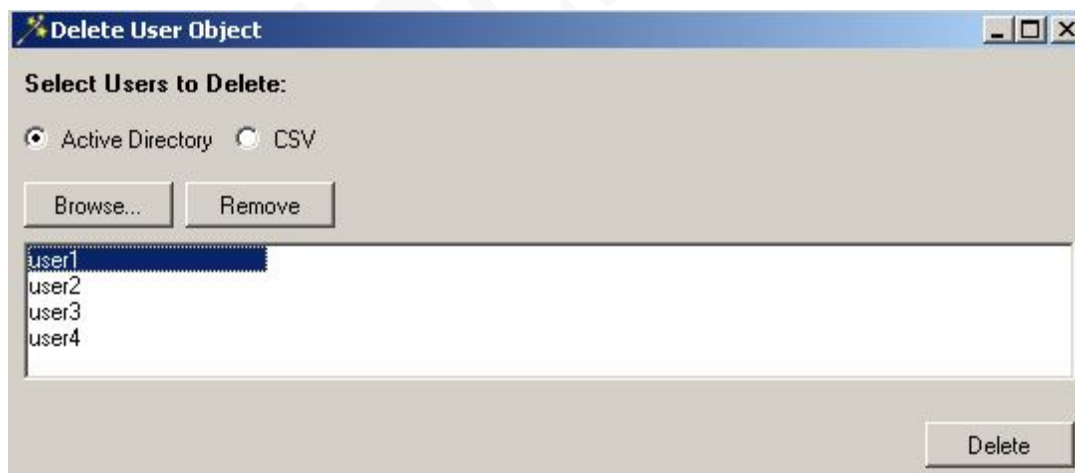
- Press “**Delete**” button under **AD User Management** in “**Jiji AD Bulk Manager**” home page.
- There are two ways of getting objects to delete.
 - From Active Directory
 - From CSV File

3.4.1 From Active Directory

- Select **Active Directory** option button → **Select Users** → **Advanced** → **Find Now**. Finally select the objects. Instead of selecting the individual users, you can select all the users in the container by clicking the button “**Select Containers**” button.

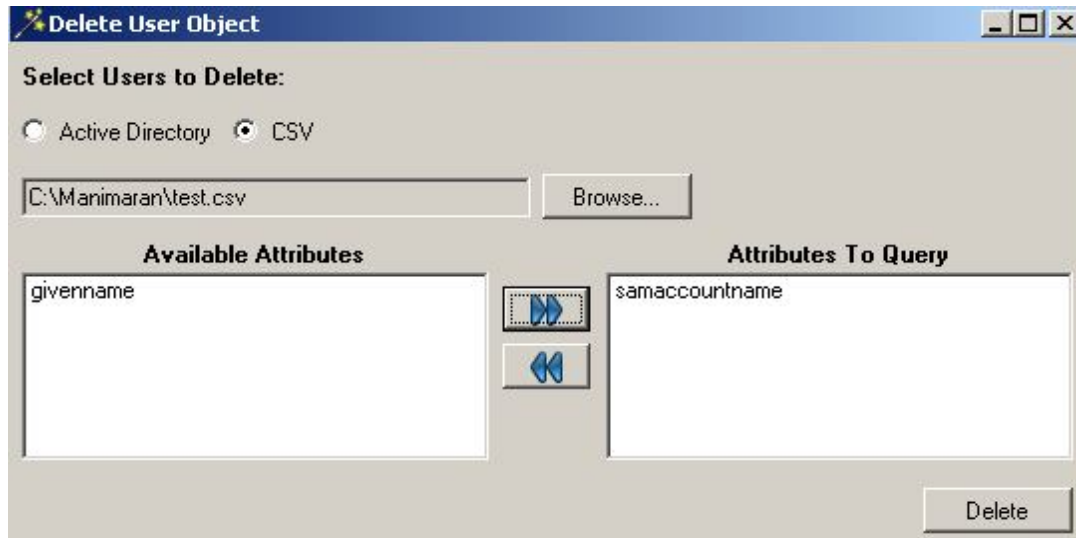


- Selected objects will be displayed in list box.

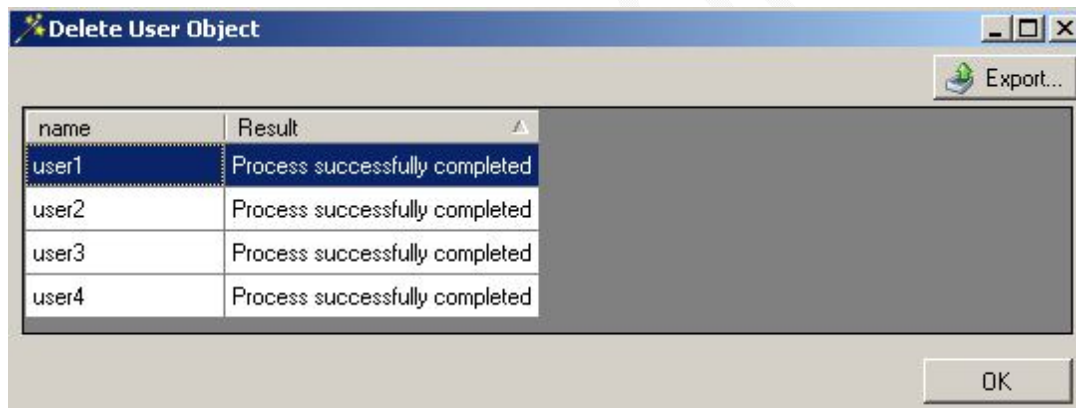


3.4.2 From CSV file

- Press **CSV** option button -> Browse - > Select a CSV file comprises the target.



- Attributes in the **CSV** file will be loaded in **"Available Attributes"**. You have to set **"Attributes To Query"** by using movement buttons. The user objects which satisfies **"Attributes To Query"** are deleted.



- Press **"OK"** to go to home page.

Similarly you can move/unlock the users using **"Move"**, **"Unlock"** button under **AD User Management** in **"Jiji AD Bulk Manager"** home page.

3.5 Export Users

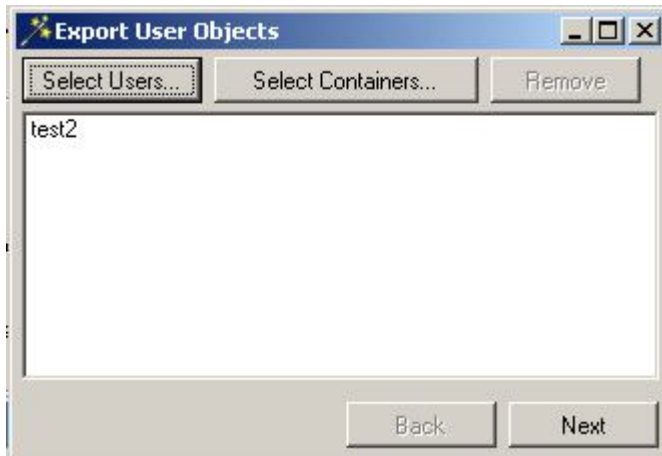
Using this feature, you can export the attributes and the attribute's values of the selected user to a CSV/PDF/EXCEL file. By using this feature, you can modify the user attributes through CSV file.

- Export the user attributes to a CSV file
- Make the necessary changes in the CSV file and review the CSV file

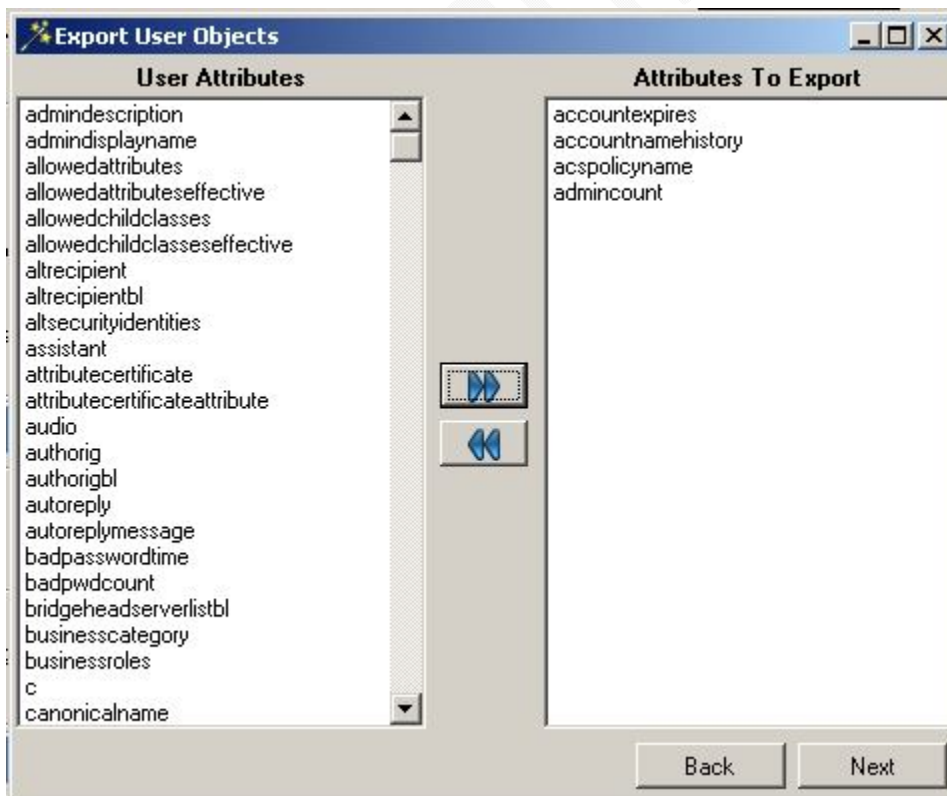
- Use **User Modification** feature to make the changes done in the CSV to reflect in the Active Directory

Below steps shows how to export the user properties

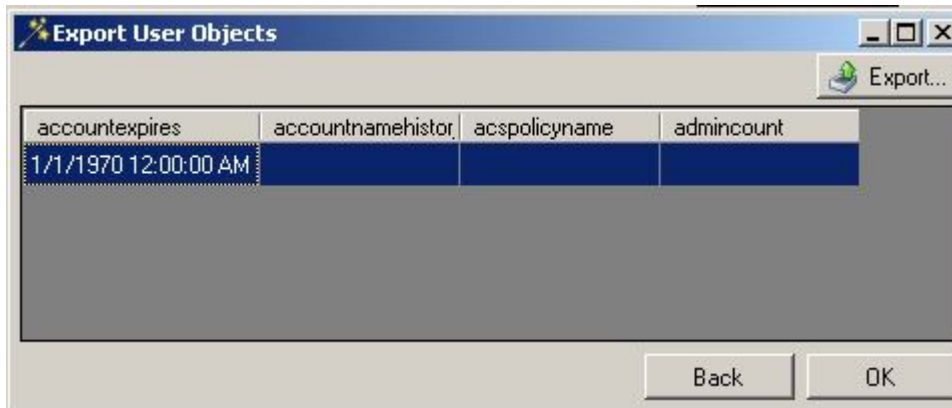
- Click "Export" under AD User Management in "**JiJi AD Bulk Manager**" home page.
- Then select the users using "Select User" to select individual users or "Select Containers" to select all users in a container



- Then select the attributes you want to export



- Click **“Next”** to display the results.



- Then click **“Export”** to export the attributes to CSV/PDF/EXCEL.

4.AD Computer Management

4.1 Computer Modification

You can modify the computer attributes by following the same steps used for **“User Modification”**.

4.2 Computer Modification by Properties

You can modify the computer attributes by Properties by following the steps used in **“User Modification by Properties”**.

4.3 Delete/Move Computers

You can Delete/Move Computers same as explained in **“Delete/Move/Unlock User”**.

4.4 Export Computers

You can export the attributes of a computer AD object to CSV/PDF/EXCEL same as explained in **“Export User”**.

5.AD Computer Management

5.1 Contact Creation

You can modify the contact AD objects by following the same steps used for **“User Creation”**.

5.2 Contact Modification

You can modify the contact attributes by following the same steps used for “**User Modification**”.

5.3 Contact Modification by Properties

You can modify the contact attributes by Properties by following the steps used in “**User Modification by Properties**”.

5.4 Delete/Move Contacts

You can Delete/Move Contacts same as explained in “**Delete/Move/Unlock User**”.

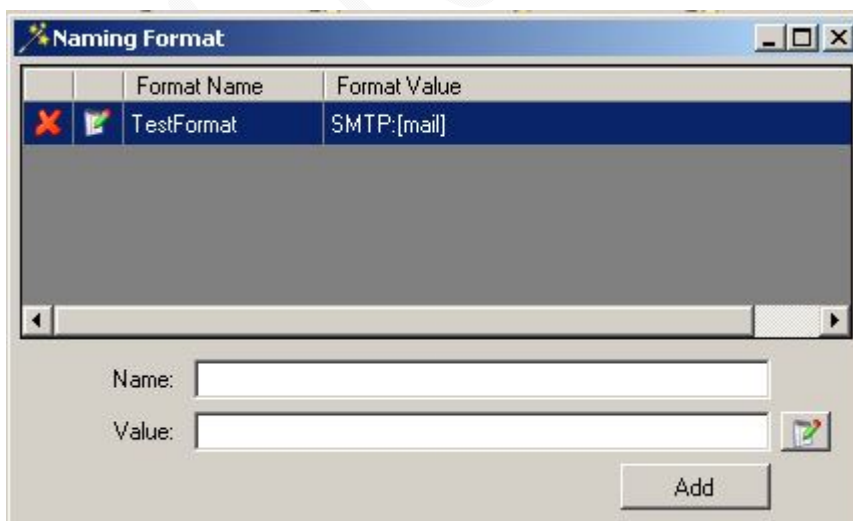
5.5 Export Contacts

You can export the attributes of a contact AD object to CSV/PDF/EXCEL same as explained in “**Export User**”.

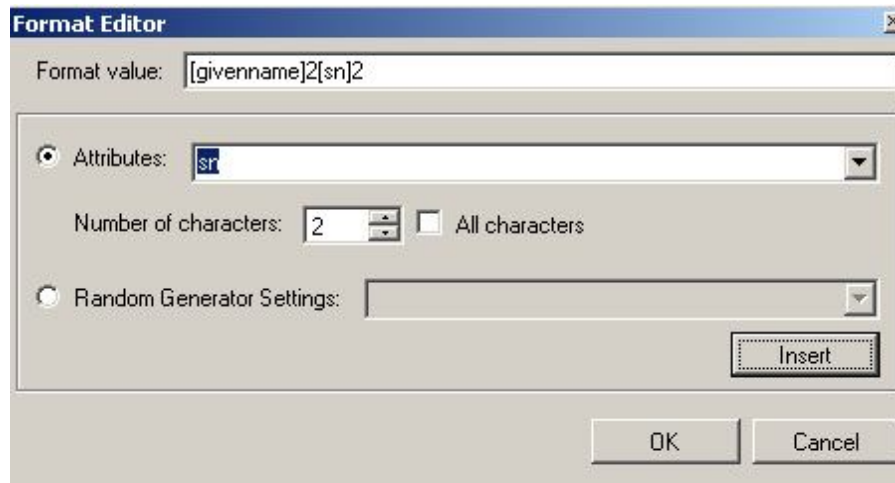
6.Naming Format

This feature helps to auto create the value for attribute based on the given combination. The auto created value is formed from a combination of the given attributes.

- Press **Naming Format** button in **JiJi AD Bulk Manager** home page.



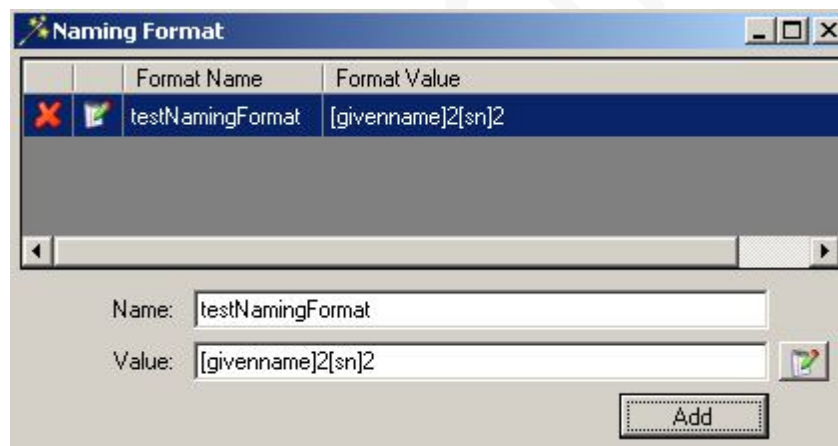
- Press  to open **Format Editor**.





- Select an attribute in **ATTRIBUTES** Combo box -> Specify Number of characters [or] Check All characters -> press **Insert** button.

Likewise add one or more attributes. Finally press "**OK**" button.

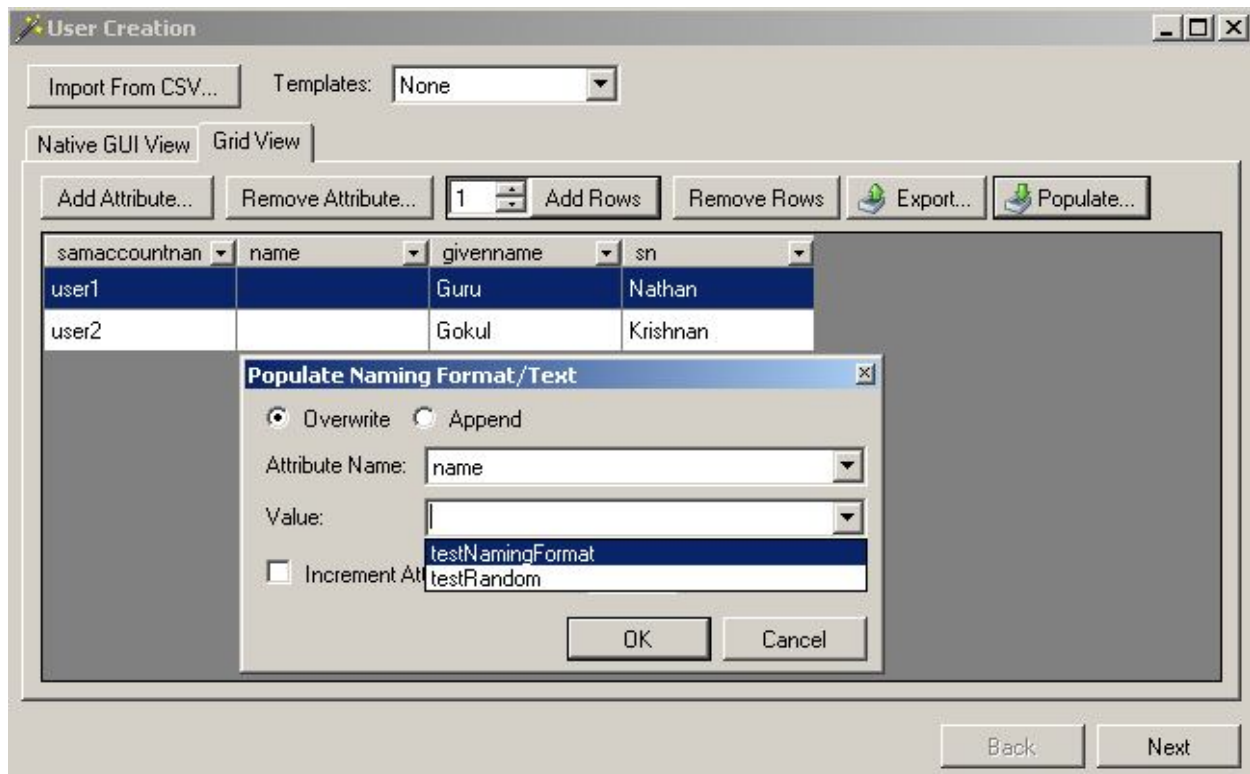
- **Format value** will display in **Value Text Box** of **Naming Format** window.
- Give Name for your format and then press "**Add**" button.



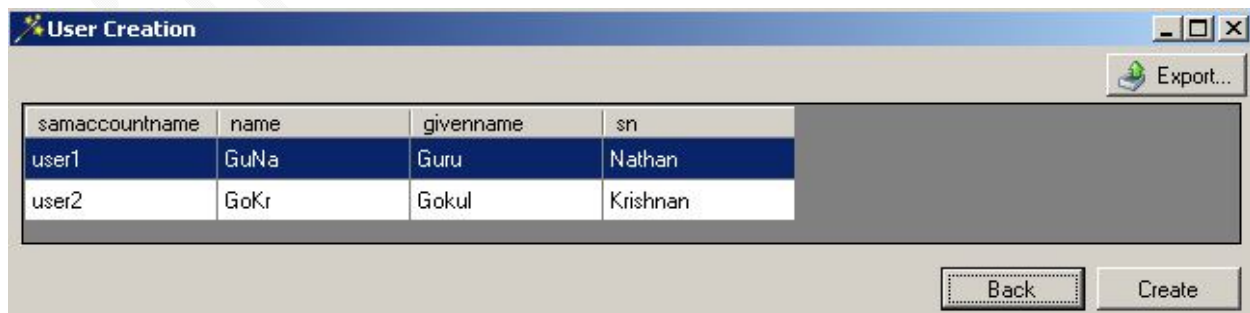
- Click  to **delete** the format.
- Click  to **edit** the format.

6.1 How to use naming format

6.1.1 Using Naming Format in Grid View



- **Value Text Box** of **Populate Naming Format/ Text** lists all the formats.
- Select the required format and the **Attribute Name**. Finally press “**OK**” button, it will fill the specified column of grid view.



- The above window displays the resolved format of **name** column.

6.1.2 Using Naming Format in Native GUI View

The screenshot shows the 'User Creation' dialog box with the 'Native GUI View' tab selected. The 'General' sub-tab is active, showing the following fields:

- First name: [Text Field]
- Initials: [Text Field]
- Last name: [Text Field]
- Full name: [Text Field]
- DisplayName: [Dropdown Menu]
- Description: [Text Field] (containing 'testNamingFormat')

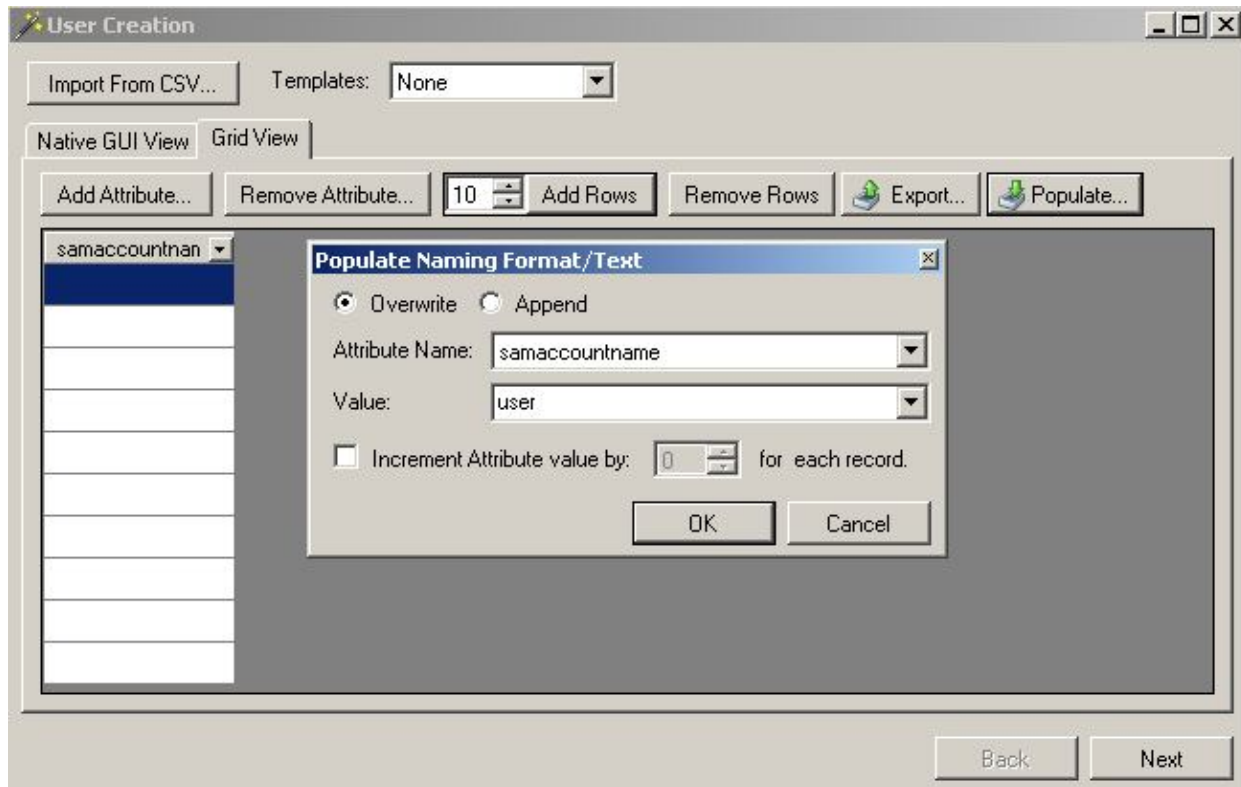
Other visible elements include the 'Import From CSV...' button, 'Templates: None' dropdown, 'Export...' and 'Populate...' buttons, and 'Back'/'Next' navigation buttons at the bottom.

- **“DisplayName” Combo box** lists all the Naming Format, Just select the required format, it will be converted to equivalent value. Email and User Logon Name also have this advantage.

7. Populate

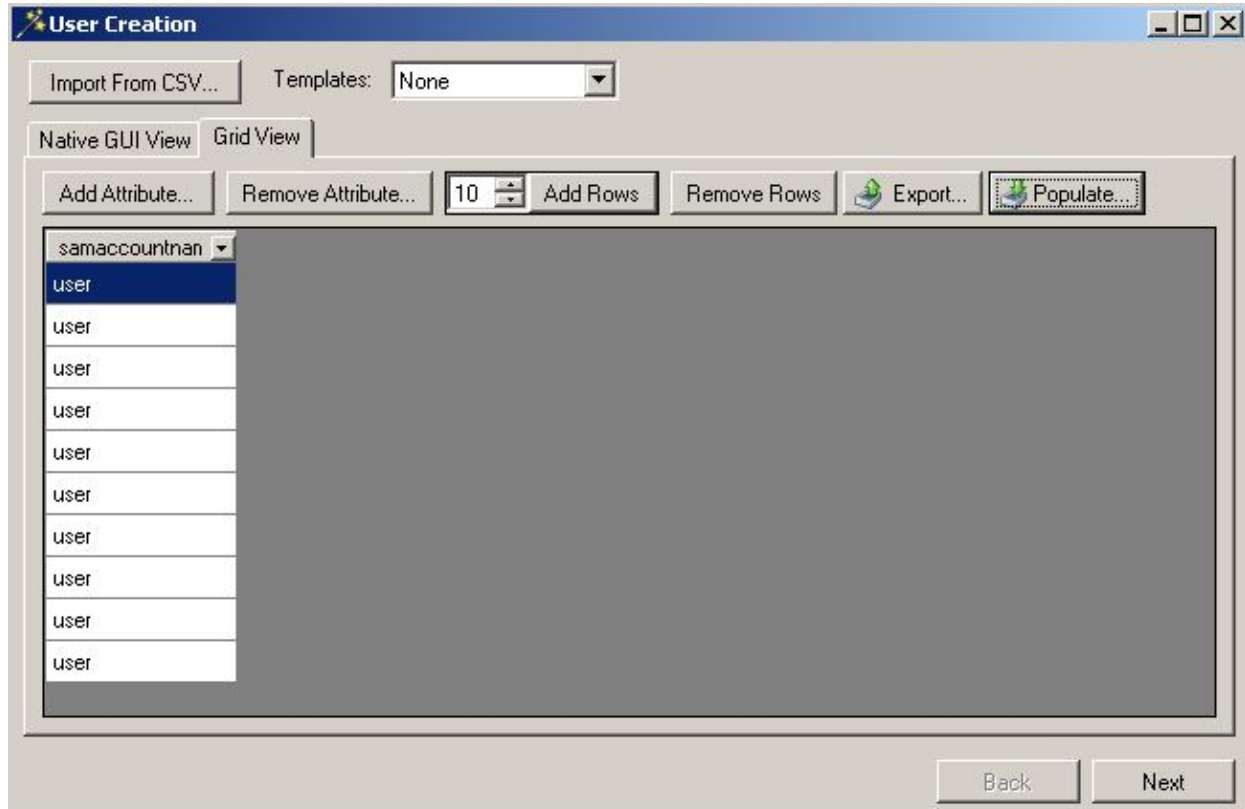
7.1 Populate for Grid View

- Populate helps to fill the value of required attribute.
- Select User Creation in **JiJi AD Bulk Manager** home page.
- Select **Grid View** Tab page.
- Add a new attribute, and then add required number of rows.
- Press **Populate** button.



7.1.1 Overwrite

- **Attribute Name** of **Populate Naming Format/Text** displays the entire attributes included in **Grid View**. Select the required attribute.
- And enter the value you need in **Value Text Box**.
- Select **overwrite** option. Overwrite will replace the existing value with the new value.
- Press **OK** button.

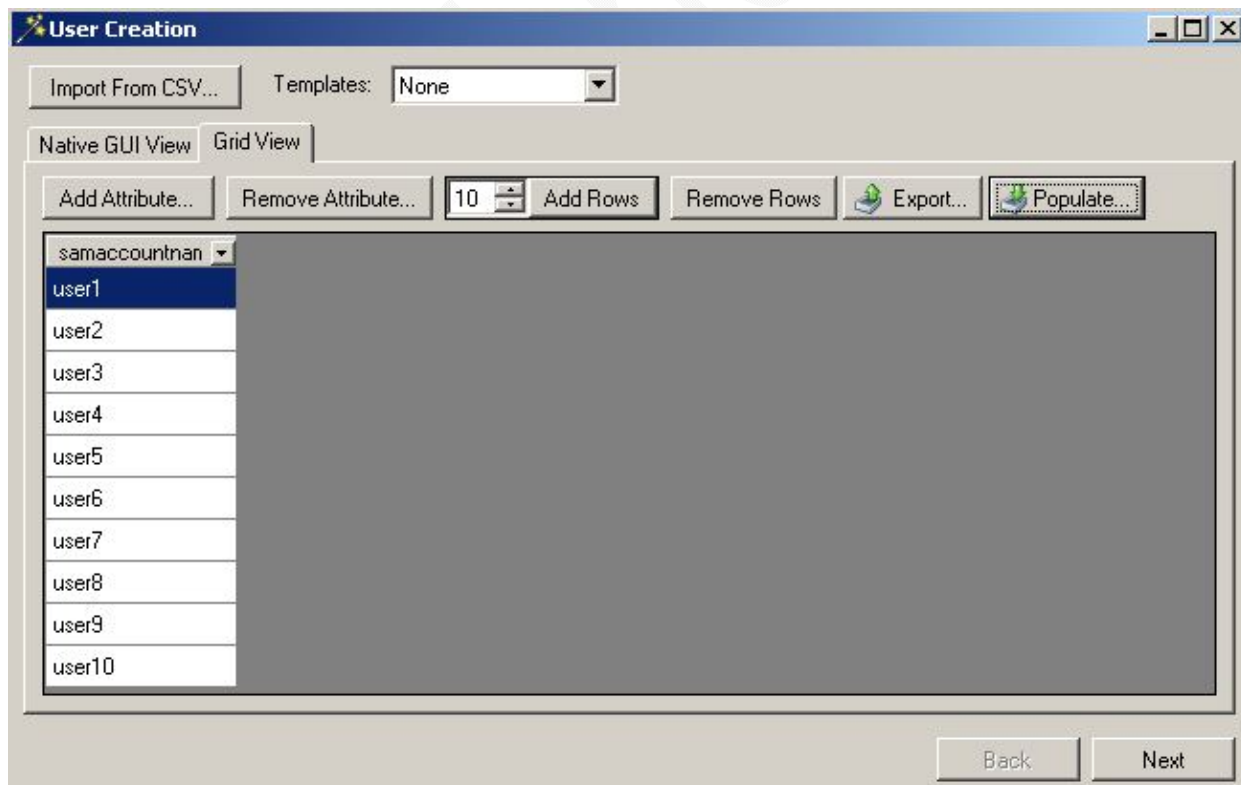
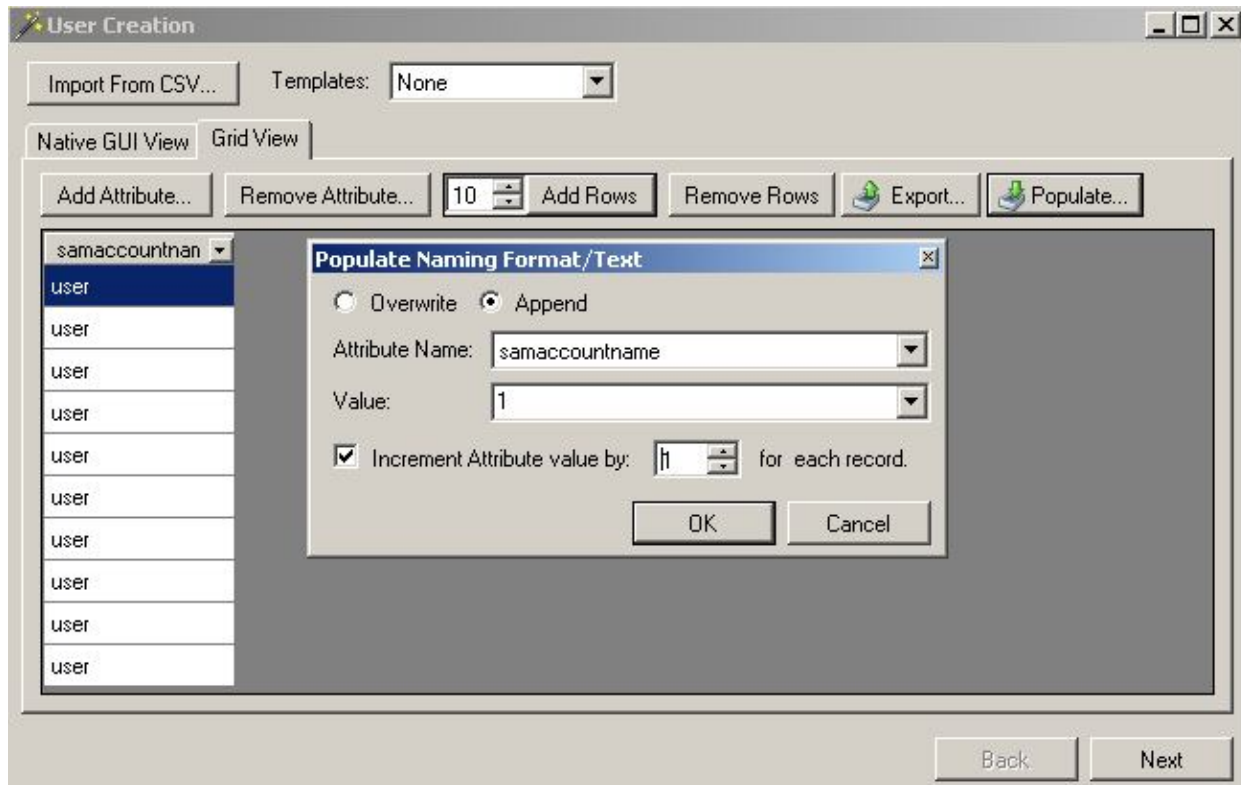


7.1.2 Append

- Press **"Populate"** button.
- Select **"Append"** option.
- Select the attribute in **Attribute Name Combo Box**.
- In **Value Combo Box** of **Populate Naming Format/Text**, enter a value to append at last.
- Press **"OK"** button.

7.1.3 Numeric Increment

- Press **"Populate"** button.
- Select **"Append"** or **"Overwrite"** option.
- Select the attribute in **Attribute Name Combo Box**.
- In **Value Combo Box** of **Populate Naming Format/Text**, enter the starting number.
- Using Numeric Up Down, enter the increment.
- Press **"OK"** button.

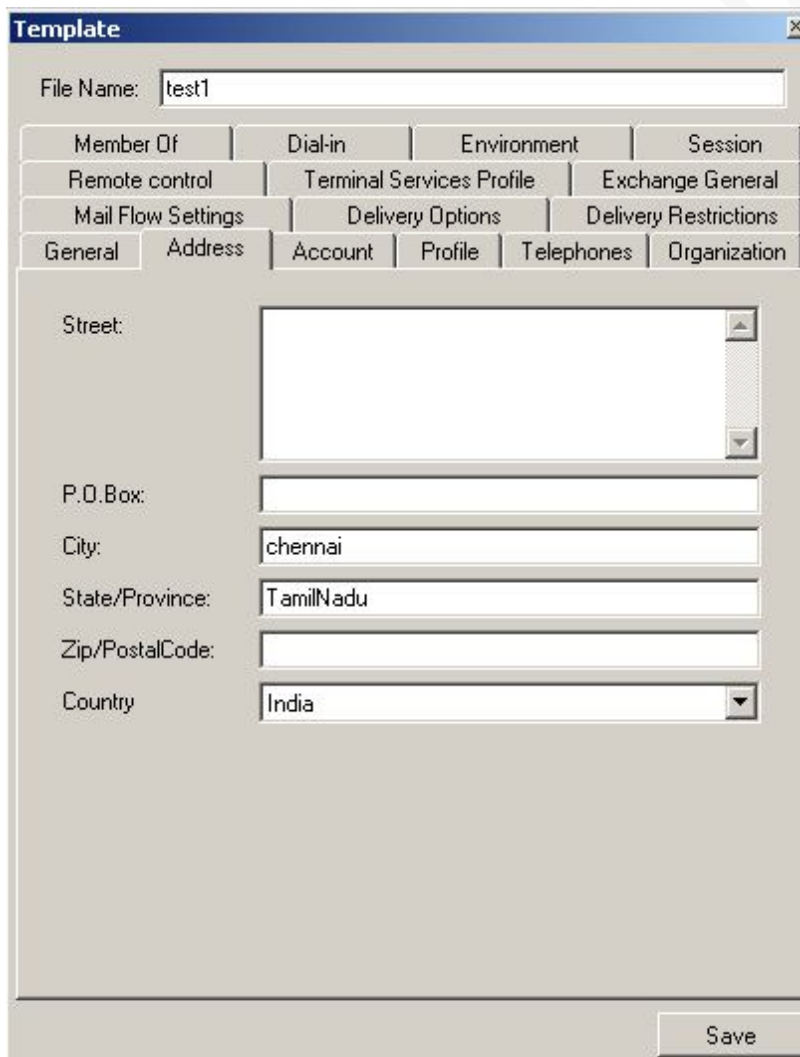


8.Template

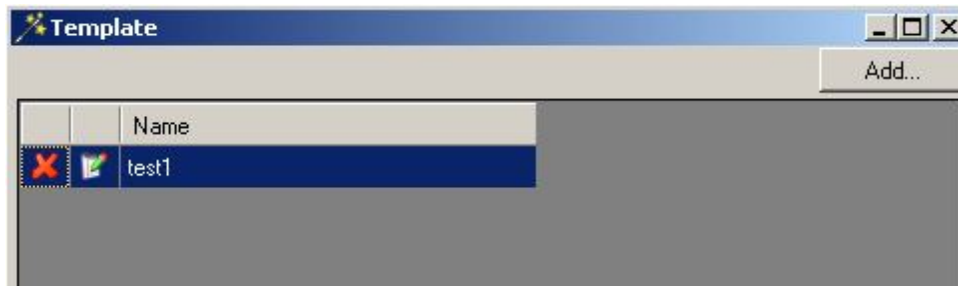
- Template helps to store common fields for user in a **CSV** file.
- Select **Template** button in **JiJi AD Bulk Manager** home page. It displays a template window.




- Press “Add” button.

A screenshot of the "Template" window after clicking the "Add" button. The window displays a form for creating a new template. At the top, there is a "File Name:" label followed by a text box containing "test1". Below this is a tabbed interface with the following tabs: "Member Of", "Dial-in", "Environment", "Session", "Remote control", "Terminal Services Profile", "Exchange General", "Mail Flow Settings", "Delivery Options", "Delivery Restrictions", "General", "Address", "Account", "Profile", "Telephones", and "Organization". The "General" tab is currently selected. The form contains several input fields: "Street:" (a large text area), "P.O.Box:" (a text box), "City:" (a text box containing "chennai"), "State/Province:" (a text box containing "TamilNadu"), "Zip/PostalCode:" (a text box), and "Country:" (a dropdown menu showing "India"). At the bottom right of the window is a "Save" button.

- Enter the file Name to save, and common fields to store, finally press **Save** button. The available list of file names will be displayed in template window.

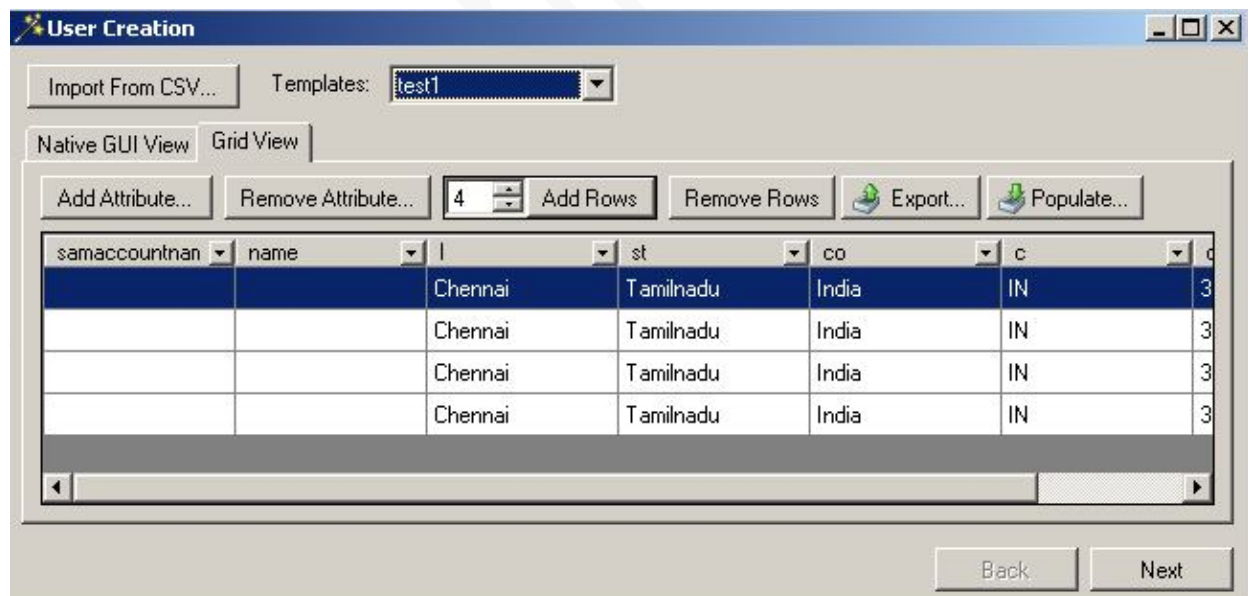


Click  to **delete** the file.

Click  to **edit** the file.

8.1 How to use Template?

- Press **User Creation** in **JiJi AD Bulk Manager** home page.
- Add required attributes you need.
- Select a file from **Templates Drop Down Box**.



- And the current file will be stored in your registry. Whenever you create a user, the template stored in the registry will be active.

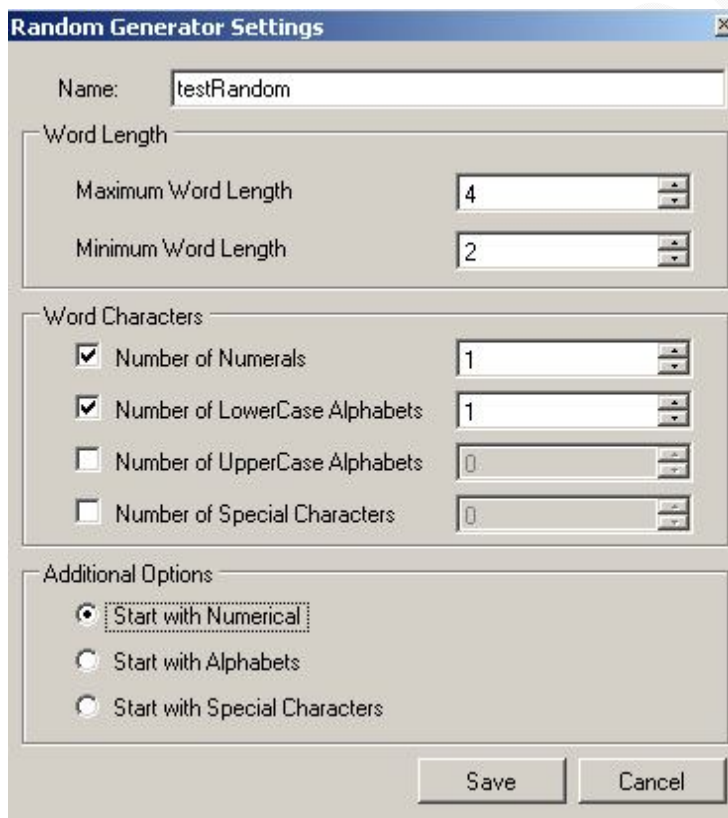
9. Random Generator Settings

Random generator settings hold a set of specification to generate a random word, especially for password.

- Press **Random Generator Settings** in **JiJi AD Bulk Manager** home page.



- Press **"Add"** button. It opens a **Random generator Settings** specification dialog.

A screenshot of a "Random Generator Settings" dialog box. It contains the following fields and options:

- Name:** A text input field containing "testRandom".
- Word Length:** A section with two spinners: "Maximum Word Length" set to 4 and "Minimum Word Length" set to 2.
- Word Characters:** A section with four checked checkboxes and corresponding spinners:
 - ☒ Number of Numerals: 1
 - ☒ Number of LowerCase Alphabets: 1
 - ☐ Number of UpperCase Alphabets: 0
 - ☐ Number of Special Characters: 0
- Additional Options:** A section with three radio buttons:
 - ☒ Start with Numerical
 - ☐ Start with Alphabets
 - ☐ Start with Special Characters
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

- Enter the name and the specification for your random word.
- Press **"Save"** button. Now you can view the list of Random generator settings.

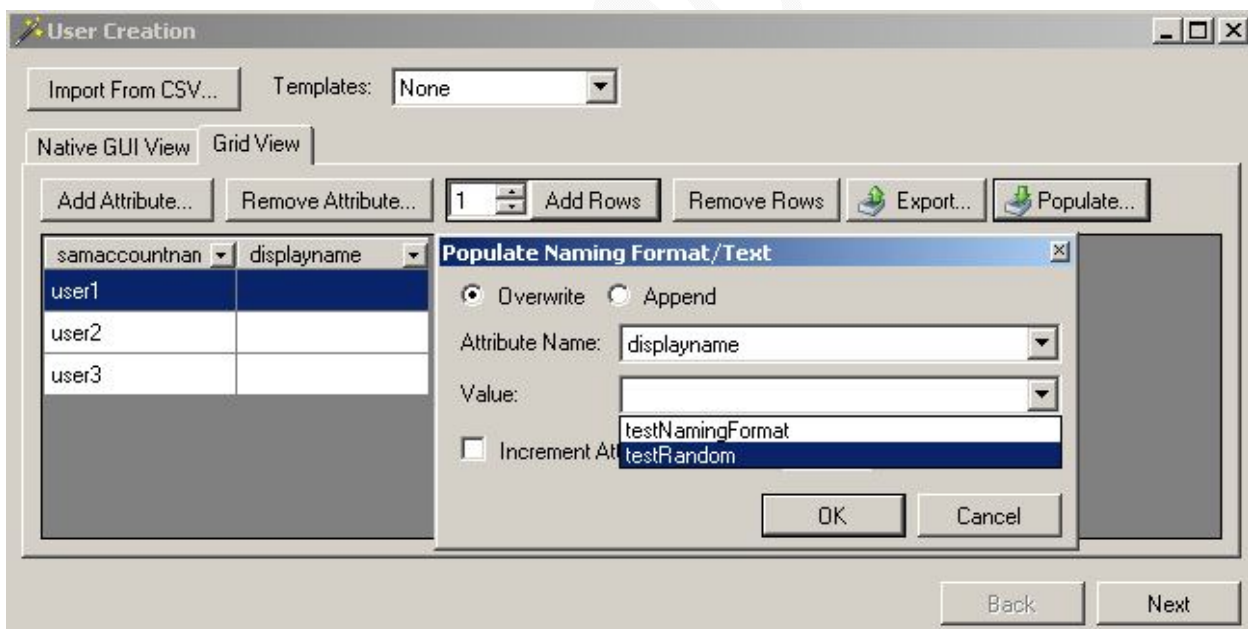


Click  to **delete** the setting.

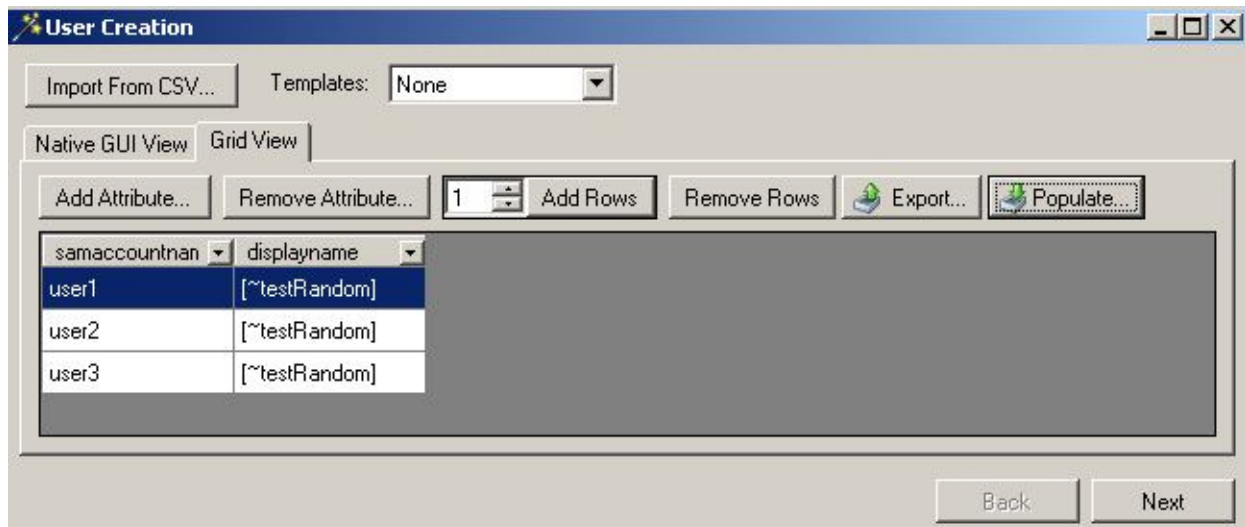
Click  to **edit** the setting.

9.1 How to Use Random Generator Settings?

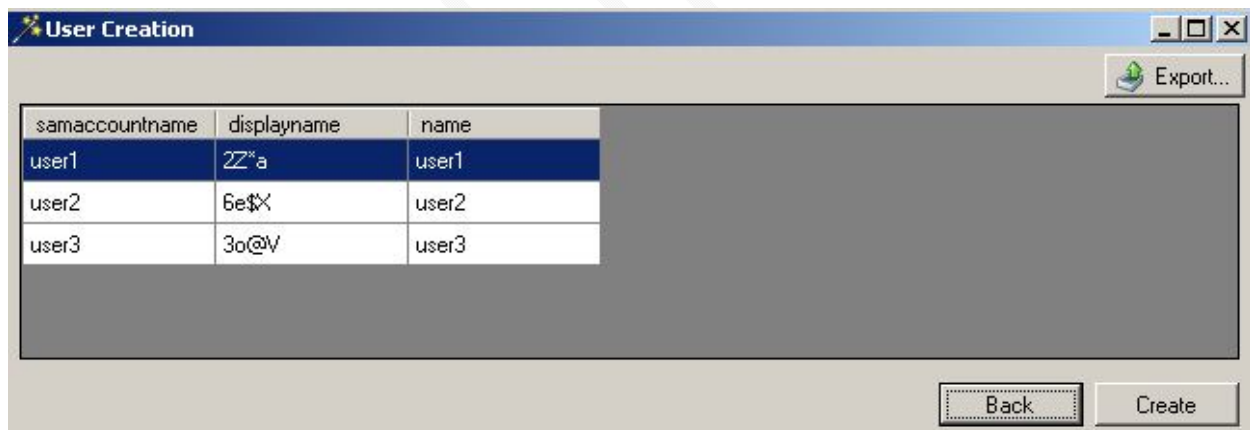
- Random Generator Setting names will be displayed in **Value Drop down List** box of **Populate Naming Format/Text** dialog.
- After selecting the required setting name, press “**OK**” button.



Note: Normally Random Generator Settings names will be displayed with the [~] tilde operator to make difference with the other values



- In case of Creation, it will be resolved at the summary page based on the specification.



- Random Generator Settings will also be listed in **Random password Drop Down List Box** of Account Tab

User Creation

Import From CSV... Templates: None

Native GUI View | Grid View

1 [Icons] [Export...] [Populate...]

Member Of	Dial-in	Environment	Session
Remote control	Terminal Services Profile	Exchange General	
Mail Flow Settings	Delivery Options	Delivery Restrictions	
General	Address	Account	Profile
		Telephones	Organization

User logon name:

User logon name(pre-Windows 2000):

LogonHours... LogonTo...

Account options:

- ☐ User must change password at next logon
- ☐ User cannot change password
- ☐ Password never expires
- ☐ Store password using reversible encryption

Account expires:

☒ Never

☐ End of: den 24 februari 2009

☒ Password Settings

☒ Random password:

☐ password:

1 of 1 records

Back Next

10. Support

For all queries/suggestions kindly contact support@jijitechnologies.com.